

WEEK OF SEPTEMBER 22, 2014 WORKSHOPS

Monday September 22



On-The-Job Training Grants 10 a.m. to 11:30 a.m.

OJT Grants are available for employers to hire and train workers in new positions and get reimbursed for a portion of their salaries during the training period! Learn how to work the OJT Grant incentive into your re-employment campaign strategy!

Basic Computer Skills 1 p.m. to 4 p.m.

An introductory, interactive workshop designed for individuals with little to no computer experience. We'll walk you through the basics – opening programs, saving files and using e-mail: all the skills you need to do an effective job search!



Tuesday September 23

Resume Development 1 p.m. to 4 p.m.

Is your current resume not getting results? Here, you'll assess your career attributes and develop/update your resume to meet your career criteria. You'll also learn to write cover letters, follow-up and other necessary correspondence to land the job. If you have a resume, bring it.



Intro to NCWorks Online 1:30 p.m. to 3:30 p.m.

Get a brief overview of everything NCWorks Online offers, then complete your profile and upload or create your resume. Bring your education and employment histories, licenses and certifications, awards and honors, any pertinent information See the benefits of a completed profile!



Wednesday September 24

How To Live Purposefully 9 a.m. to 12 p.m.

Playbook for Purposeful Living© is a framework for enjoying a life of purpose and achievement. Learn how to foster a keen sense of self-awareness and identify the self-induced roadblocks that prevent high achievement. Bring a journal and an open mind. Required pre-work will be distributed prior to the class.



Interview Strategies 1 p.m. to 4 p.m.

Review the dynamics of the interview process from pre-planning to follow-up. Time will be spent with behavior-based questions and questions applicants should ask potential employers.



Thursday • September 25



Resume Development • 1 p.m. to 4 p.m.

Is your current resume not getting results? Here, you'll assess your career attributes and develop/update your resume to meet your career criteria. You'll also learn to write cover letters, follow-up and other necessary correspondence to land the job. If you have a resume, bring it.

Strategic Networking • 2 p.m. to 3 p.m.

Networking is the single most powerful, important strategy in the job search. Research indicates that more than 70% of new positions are obtained through networking. Join us for a practical, lively presentation on how to build your professional network and leverage it in your search. You'll also receive tips on how to structure a networking meeting.



YOU MUST BE REGISTERED IN NCWORKS ONLINE AND HAVE ATTENDED A CHARLOTTE WORKS ORIENTATION TO REGISTER FOR WORKSHOPS

- Log in to your NCWorks.gov account
- Go to the MY CALENDAR widget
- Click on the 2nd line of text under the calendar image: UPCOMING EVENTS
- Click on SHOW FILTER CRITERIA. For LWIA/Region, select "Charlotte Works Work Force Development Board." For Office Location, select "Charlotte/Mecklenburg Employment Engagement Center"
- Click on FILTER
- Choose your desired event and click on it Confirm date & time and click on REGISTER at the bottom of the page